

Closed

MISSOURI DEPARTMENT OF TRANSPORTATION JOB OPPORTUNITY ANNOUNCEMENT

Date Posted: 10/13/2020
Application Deadline: 10/27/2020
Job Post ID: 13213
Job Title: Information Systems Technologist (Computing Systems) / Intermediate Information Systems Technologist (Computing Systems) / Senior Information Systems Technologist (Computing Systems)
Min Monthly Salary: \$3,308.00 / \$3,675.00 / \$4,088.00
Number Positions: 1
Location: 601 W. Main, Jefferson City, MO
District/Division: Central Office / Information Systems Division
Human Resources Contact Number: 573-751-8478

Notice: The deadline to apply for this position is October 27, 2020, at 11:55 p.m. Telephone interviews will be held on November 9, 2020.

Substitution of education for the experience requirement will be considered.

Waiver of minimum requirements may be considered.

Remote work location and/or teleworking will be considered for this position.

General Summary:

--- Information Systems Technologist (Computing Systems) ---

MoDOT is seeking an information systems technologist to lead printer support and management, order and track warranties on hardware, management of virtual environments, tier 3 troubleshooting, and department wide communications of efforts. Responsibilities are performed under direct supervision.

--- Intermediate Information Systems Technologist (Computing Systems) ---

MoDOT is seeking an intermediate information systems technologist to lead printer support and management, order and track warranties on hardware, management of virtual environments, tier 3 troubleshooting, and department wide communications of efforts. Responsibilities are performed under moderate supervision.

--- Senior Information Systems Technologist (Computing Systems) ---

MoDOT is seeking a senior information systems technologist to lead printer support and management, order and track warranties on hardware, management of virtual environments, tier 3 troubleshooting, and department wide communications of efforts. Responsibilities are performed under general supervision.

Minimum/Required Qualifications:

--- Information Systems Technologist (Computing Systems) ---

Bachelor's Degree: Computer Science, Computer Information Systems, Business Administration, Mathematics, or related field

--- Intermediate Information Systems Technologist (Computing Systems) ---

Bachelor's Degree: Computer Science, Computer Information Systems, Business Administration, Mathematics, or related field

Two years of experience in computer systems, repairs, and operations.

--- Senior Information Systems Technologist (Computing Systems) ---

Bachelor's Degree: Computer Science, Computer Information Systems, Business Administration, Mathematics, or related field

Four years of experience in computer technical development, program management, and/or system administration networking.

Supervisory Responsibilities:

--- Information Systems Technologist (Computing Systems) ---

None

--- Intermediate Information Systems Technologist (Computing Systems) ---

None

--- Senior Information Systems Technologist (Computing Systems) ---

Lead Worker Only

Special Working Conditions/Job Characteristics:

--- Information Systems Technologist (Computing Systems) ---

Job requires occasional, statewide, overnight travel.

--- Intermediate Information Systems Technologist (Computing Systems) ---

Job requires occasional, statewide, overnight travel.

--- Senior Information Systems Technologist (Computing Systems) ---

Job requires occasional, statewide, overnight travel.

Examples of Work:

--- Information Systems Technologist (Computing Systems) ---

- Oversees virus detection, printer management, file maintenance, and user and server administration; diagnoses and schedules necessary repairs on system equipment.
- Tracks hardware warranties and orders replacement laptops, desktops, printers, keyboards, mice, etc. as needed.
- Provides backup duties to the MalwareBytes admin, laptop encryption and other security related duties.
- Evaluates, configures, installs, maintains, troubleshoots, and repairs all software applications, operating systems, new products, and hardware for servers and workstations.
- Serves as a liaison by coordinating and planning with district personnel, division personnel, work groups, and other agencies to recommend alternative solutions for current or future automation needs and to discuss automation issues.
- Contacts vendors for technical support, product information, to report system problems, and resolve issues.
- Assists with development of cost estimates, proposals, budgets, plans and status reports for projects.
- Performs other responsibilities as required or assigned.

--- Intermediate Information Systems Technologist (Computing Systems) ---

- Oversees virus detection, printer management, file maintenance, and user and server administration; diagnoses and schedules necessary repairs on system equipment.
- Tracks hardware warranties and orders replacement laptops, desktops, printers, keyboards, mice, etc. as needed.
- Provides backup duties to the MalwareBytes admin, laptop encryption and other security related duties.
- Evaluates, configures, installs, maintains, troubleshoots, and repairs all software applications, operating systems, new products, and hardware for servers and workstations.
- Serves as a liaison by coordinating and planning with district personnel, division personnel, work groups, and other agencies to recommend alternative solutions for current or future automation needs and to discuss automation issues.
- Contacts vendors for technical support, product information, to report system problems, and resolve issues.

- Assists with development of cost estimates, proposals, budgets, plans and status reports for projects.
- Performs other responsibilities as required or assigned.

--- Senior Information Systems Technologist (Computing Systems) ---

- Oversees virus detection, printer management, file maintenance, and user and server administration; diagnoses and schedules necessary repairs on system equipment.
- Tracks hardware warranties and orders replacement laptops, desktops, printers, keyboards, mice, etc. as needed.
- Provides backup duties to the MalwareBytes admin, laptop encryption and other security related duties.
- Evaluates, configures, installs, maintains, troubleshoots, and repairs all software applications, operating systems, new products, and hardware for servers and workstations.
- Serves as a liaison by coordinating and planning with district personnel, division personnel, work groups, and other agencies to recommend alternative solutions for current or future automation needs and to discuss automation issues.
- Contacts vendors for technical support, product information, to report system problems, and resolve issues.
- Assists with development of cost estimates, proposals, budgets, plans and status reports for projects.
- Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
- Performs other responsibilities as required or assigned.

In order to be considered for this vacancy please go to the Missouri Department of Transportation [Employment Application System \(EAS\)](#) and submit an on-line application. Applications, and if applicable transcripts, must be received by no later than 11:55 pm of the closing date listed on the advertised vacancy.

MoDOT is primarily conducting telephone interviews due to social distancing requirements at this time. For applicants being interviewed who are hearing or speech impaired and need assistance, we will coordinate with the Missouri Relay System.

Equal Employment Opportunity / Affirmative Action Employer, M/F/D/V

MoDOT does not hire individuals with F-1 OPT visas into full-time or permanent part-time positions and MoDOT does not sponsor applicants for work visas.